WORDSTAR®, CP/M® EDITION RELEASE 4 COMMAND CARD

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FUNCTION	COMMAND KEYS

■ Headers and Footers

Footer (first line)	**.F1 or .FO**
Footer (second line)	**.F2**
Footer (third line)	**.F3**
Header (first line)	**.H1 or .HE**
Header (second line)	**.H2**
Header (third line)	**.H3**
Header margin	**.HM**
Footer margin	**.FM**
Alternate position odd/even pages	**^PK**

■ Design the Printed Page

Bold	**^PB ***
Double strike	**^PD ***
Underline	**^PS ***
Strikeout	**^PX ***
Subscript	**^PV ***
Superscript	**^PT ***
Italics/color	**^PY ***

* = use command at beginning and end of text to be included

Overprint character	**^PH**
Overprint line	**^P** ↵
Binding space	**^PO**
Phantom space	**^PF**
Phantom rubout	**^PG**
Alternate pitch	**^PA**
Normal pitch	**^PN**
Print pause	**^PC**
Line feed without carriage return	**^PJ**
Form feed	**^PL**
Custom print functions	**^PQ, ^PW, ^PE, ^PR**

■ Shorthand

Use a shorthand definition	**Esc**
Display and/or change definitions	**Esc?**
Type result from last **^QM** or **^KM** math	**Esc =**
Enter formatted number	**Esc$**
Enter last **^QM** equation	**Esc#**

^ = Ctrl key

FUNCTION	COMMAND KEYS

Block Operations

Mark block beginning	^KB
Mark block end	^KK
Hide/display marked block	^KH
Column mode	^KN
Column replace mode	^KI
Copy block	^KC
Delete block	^KY
Move block	^KV
Block math	^KM
Convert block to lowercase	^K'
Convert block to uppercase	^K"
Write block to disk	^KW
Set/remove marker 0-9	^K0-9

File Operations

Insert a file from disk	^KR
Copy a file	^KO
Rename a file	^KE
Erase a file	^KJ
Display file directory	^KF
Change logged drive/user #	^KL

Save Files

Save and resume edit	^KS
Save, return to Opening Menu	^KD
Save and exit WordStar	^KX
Quit without saving	^KQ
Save and print	^KDP^R

Find and Replace

Find text	^QF
Find/replace text	^QA

Strings:

- **^P** Enter Ctrl sequence that follows
- **?** Wild card

Options:

- **W** Whole words
- **B** Look backwards
- **G** Start from beginning or end
- **U** Ignore case
- **?** Use ? as wild card
- **N** Replace without asking approval
- **R** Replace for rest of document

Find/replace text again	^L
Forward to specified character	^QG
Back to specified character	^QH
Cursor to last find/replace	^QV

^ = Ctrl key

FUNCTION	COMMAND KEYS

Math

Onscreen calculator	^QM
Functions:	
+ add	
– subtract	
* multiply	
/ divide	
Block math	^KM
Set variable to result of equation	.MA

Merge Printing

Set variable	.SV
Set variable to result of equation	.MA
Ask for data for variable	.AV
Read variables from data file	.RV
Define data file for **.RV**	.DF
Variables:	
Substitute data	**& *var* &**
Remove line if variable is empty	**& *var* /O&**
Substitute variable using format *F* (Use **.SV** to define format)	**& *var* /F&**
Substitute current page number	**&#&**
Substitute current line number	**& _ &**
Conditional print	.IF
Operators: (For numeric comparisons, precede operators with #)	
= Equal to	
> Greater than	
< Less than	
> = Greater than or equal to	
< = Less than or equal to	
< > Not equal to	
Do if last **.IF** is not true	.EL
End of **.IF** condition	.EI
Go to top/bottom of document	.GO

^ = Ctrl key

FUNCTION	COMMAND KEYS

■ Index/Table of Contents

Mark beginning/end of index entry	^PK
Define index entry	.IX
Define table of contents entry	.TC
Define entry for tables **1–9**	.TC 1–9

■ Miscellaneous

Insert carriage return	^M or ↵
Repeat following command or character	^QQ
Display character count to cursor	^Q?
Change hard return to soft (document)	^^
Strip high-order bits from line (nondocument)	^B
Strip high-order bits from file (nondocument)	^QU
Comment (not printed)	.IG or ..

See the *Reference Guide* for an alphabetical listing of all commands.

FUNCTION	COMMAND KEYS

Opening Menu Commands

Change logged drive/user #	**L**
Directory on/off	**F**
Help	**J**
Memory available	**?**
Open a document file	**D**
Open a nondocument file	**N**
Print a file	**P**
Merge print a file	**M**
Rename a file	**E**
Copy a file	**O**
Delete a file	**Y**
Protect a file	**C**
Index a document	**I**
Create a table of contents	**T**
Shorthand	**Esc**
Run a program	**R**
Spell check a file	**S**
Exit WordStar	**X**

Commands to Use at Prompts

Safely cancel a command or operation	**^U**
Delete answer	**^Y**
Repeat previous answer	**^R**

Other Menus (from the Edit Menu)

Block and Save Menu	**^K**
Onscreen Format Menu	**^O**
Print Controls Menu	**^P**
Quick Menu	**^Q**
Shorthand Menu	**Esc**

Help

Get help with specified command	**^J**
Change help level	**^J^J**
Help with screen layout	**^J?**
Help with dot commands	**^J.**

^ = Ctrl key

FUNCTION	COMMAND KEYS

Move Cursor

Right one character	^D
Left one character	^S
Up one line	^E
Down one line	^X
Right one word	^F
Left one word	^A
To tab right	^I
To top of screen	^QE
To right end of last onscreen line	^QX
To beginning of document	^QR
To end of document	^QC
To right end of line	^QD
To left end of line	^QS
To beginning block marker	^QB
To end block marker	^QK
To marker 0-9	^Q0-9
To specified page (document)	^QI
To specified line (nondocument)	^QI
To previous cursor position	^QP
To last find/replace or block	^QV
Forward to specified character	^QG
Back to specified character	^QH

Scroll (Move Screen)

Up one line	^W
Down one line	^Z
Up one screen	^R
Down one screen	^C
Up screen continuously	^QW
Down screen continuously	^QZ

(Use 0-9 to control speed; 0 is fastest)

Delete and Insert

Delete character at cursor	^G or Del
Delete character left	^H or Backspace
Delete word at cursor	^T
Delete line	^Y
Delete line to right	^QY
Delete line to left	^Q Del
Delete to next specified character	^QT
Delete a block	^KY
Erase a file	^KJ
Insert on/off	^V
Insert carriage return (split line)	^N
Unerase (restore deleted text)	^U

^ = Ctrl key

FUNCTION	COMMAND KEYS

■ Tabs and Margins

Change left margin	.LM
Change right margin	.RM
Use new ruler line	.RR
Ruler line characters:	
L left margin	
R right margin	
P paragraph margin	
! tab stop	
# decimal tab stop	
– space	
Margin at top of page	.MT
Margin at bottom of page	.MB
Paragraph margin	.PM
Set left margin	^OL
Set right margin	^OR
Release margins	^OX
Set ruler from text	^OF
Embed current ruler line as a .RR	^OO
Set tab stop	^OI
Clear tab stop	^ON
Temporary indent	^OG
Set tab interval (nondocument)	^O
Eight-column tab	^PI

■ Page Layout/Format

Conditional page	.CP
Page break	.PA
Line height	.LH
Change page number	.PN
Page length	.PL
Page offset	.PO
Line spacing	.LS
Omit page number	.OP
Restore default page numbers	.PG
Page number column	.PC
Center line	^OC
Set line spacing	^OS
Justification	^OJ

■ Display of Text While Editing

Print control display	^OD
Ruler display	^OT
Display block markers	^KH
Soft-space display	^OB

^ = Ctrl key

FUNCTION	COMMAND KEYS

Alignment of Text

Alignment/word wrap	.AW
Justification	.OJ
Microjustification	.UJ
Proportional spacing	.PS
Print time formatting	.PF
Word wrap	^OW
Align paragraph	^B
Align rest of paragraphs (document)	^QU
Align text at column number	^P@
Hyphen help	^OH
Enter soft hyphen	^OE

Printer Commands

Bidirectional printing	.BP
Change sheet feeder bin	.BN
Letter quality print	.LQ
Subscript/superscript roll	.SR
Character width	.CW
Continuous underline	.UL
Display message while printing	.DM
Clear screen while printing	.CS
Insert file at print time	.FI
Print file *n* times	.RP
Redefine custom print ^PQ	.XQ
Redefine custom print ^PW	.XW
Redefine custom print ^PE	.XE
Redefine custom print ^PR	.XR
Redefine form feed character ^PL	.XL

Character Pitch/Line Height Conversion Tables

Pitch (Characters per inch)	Dot Command	Lines Per Inch	Dot Command
5	.CW24	2.0	.LH24
6	.CW20	2.4	.LH20
7	.CW17	2.6	.LH18
8	.CW15	3.0	.LH16
10	.CW12*	4.0	.LH12
12	.CW10	4.8	.LH10
15	.CW 8	5.3	.LH 9
20	.CW 6	6.0	.LH 8*
24	.CW 5	6.8	.LH 7
30	.CW 4	8.0	.LH 6
		9.6	.LH 5

* = default setting

^ = Ctrl key

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